



BEMAN GROUP

REAL ESTATE

The Beman Real Estate Company is a full-service real estate firm located in Augusta, GA. Our goal is to meet investor's and client's needs through a disciplined, hands-on approach of Acquisition, Brokerage, and Asset Management.

The Leasing/Sales Coordinator will be vital in supporting Leasing and Sales Associates as the preliminary contact for potential prospects and the housing/organizing of leads and listings details. This role will ensure that the customer service offered to potential prospects is one of high standard. Always striving for maximum success and efficient communication.

Responsibilities:

- Answers and tracks incoming leads via phone and web platforms. Additionally, maintains and presents accurate weekly leads report.
- Prepares requested market analysis and reports on industry trends.
- Responsible for updating all marketing platforms (Costar, Crexi etc.) and creating additional marketing materials such as brochures, e-blasts (mailchimp), and social media campaigns.
- Plans and executes events and initiatives to promote/expand listing visibility, outreach and simultaneously grow the company's network.
- Assists corresponding Leasing Agent in the preparation of showings to include in-depth research of property's public information, keeping record of listing's keys' sign-in and out process, coordination of access to listings and site selection booklets.
- Maintains and ensures project and sales contract timelines are coordinated and met.
- Participates in drafting and review of real estate documents such as listing and leasing agreement, deeds, HUDs/Closings.
- Creates and updates tenant contact details and owner's listing update communication in Appfolio.
- Additional administrative tasks as assigned.

Requirements & Skills:

- Problem-solving skills
- Customer Service
- Attention to detail
- Self-motivated
- Strong time management skills
- Experience in Microsoft Suite
- 2-3 years experience in leasing or in real estate